

# United States Mission Nigeria

## Vacancy Announcement

No. 2015-004	Date: March 10, 2015	Ref:
Subject: <b>PROCUREMENT ASSISTANT</b>		
Location: <b>USAID ABUJA – EXECUTIVE OFFICE</b>		
Applicability: <b>ALL INTERESTED CANDIDATES</b>		

**OPEN TO:** All Interested Candidates

**POSITION TITLE:** Procurement Assistant, FSN-8

**OPENING DATE:** March 10, 2015

**CLOSING DATE:** March 23, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** **OR – Ordinarily Resident**– N4,494,054.00 p.a.  
(Starting basic salary); Position Grade: FSN-8  
In addition to the basic salary, all allowances will be paid  
in accordance with the Mission Local Compensation Plan.

**USAID/Nigeria in Abuja** is seeking to employ a suitable and qualified candidate for the position of Procurement Assistant in the Executive Office.

### **BASIC FUNCTION OF THE POSITION:**

Under the supervision of the Deputy Executive Officer the incumbent is responsible for procurement of variety of commodities and services for USAID/Nigeria. This includes, but not limited to Service Contracts, Blanket Purchase Orders, Contracts, Purchase Orders, Task Orders and Delivery Orders. S/he procures commodities and services for staff both OE and Program funded activities under \$150,000 by contract or purchase order action, either locally, from a third country or from sources in the United States in accordance with USAID policies and regulations. The job holder organizes and coordinates technical committees for the review of proposals and to obtain technical

reports for procurement actions. For items to be ordered from General Services Administration, verifies and/or identifies stock numbers from GSA catalogues, and maintain contact with supplier firms, in order to facilitate resolving procurement problems. S/he prepares public Voucher for Purchases and Services to cover all procurements actions for payment to vendors.

To obtain a copy of this announcement please visit our Mission websites at:

[http://nigeria.usembassy.gov/hr\\_office.html](http://nigeria.usembassy.gov/hr_office.html)

### **POSITION REQUIREMENTS:**

**NOTE: All applicants MUST address each selection criterion detailed below with specific and comprehensive information supporting each criterion in the application letter or the application will not be considered.**

1. Completion of university degree or its equivalent in Management, Procurement, Social Sciences, Business Administration and other related field is required.
2. Minimum of (3) three years' experience in procurement/purchasing, of which at least 2 years should be in responsible purchasing work is required.
3. Level IV (fluency) Speaking/Reading/Writing in English Language is required. Level II (limited knowledge) Speaking/Reading/Writing in Yoruba, Hausa or Igbo Language is required.
4. Knowledge of department of state and USAID procurement regulations, instructions and procedures of US federal specifications and standards relating to items purchased is required.
5. Incumbent must have good working knowledge of local market practice and supplies as well as pricing practices.
6. Must have skills in negotiating for the best price via personal contacts, telephone or correspondence and in preparing precise specifications and ability to deal with a wide variety of supplies.

### **SELECTION PROCESS**

When fully qualified, it is essential that the candidate specifically address the required qualifications above in the application.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

### **HOW TO APPLY**

Interested applicants for this position **MUST submit** the following, or the application will not be considered:

1. **[Application for US Federal Employment \(DS-174\)](#); or a current resume or curriculum vitae that provides the same information as a DS-174; plus,**
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. **A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised.** Please reference the job title and announcement number on the application letter.
5. **Limit all electronic (e-mail) submissions to one entry/e-mail not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.**
6. **E-mails received without the appropriate subject line and incomplete applications will not be considered.**

## **SUBMIT APPLICATION TO**

Embassy of the United States of America  
Human Resources Office  
Plot 1075 Diplomatic Drive  
Central District Area  
Abuja.  
Or submit to [HRNigeria@state.gov](mailto:HRNigeria@state.gov)

## **POINT OF CONTACT:**

Tel: 09-461-4000 Ext 9319

## **DEFINITIONS**

1. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

2. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP

**CLOSING DATE FOR THIS POSITION: MARCH 23, 2015**

**The U.S. Mission in Nigeria provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

**The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.**

**An Equal Opportunity Employer**

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